

SAMPLE RESUME FORMAT
(PLEASE LIMIT RESUMES TO 5 PAGES IN LENGTH)

George Q. Public
SSN: 123456789 (no dashes)

1111 Job Street
Anywhere, NV 99999

Home Phone: (999) 123-4567
Work Phone: (999) 765-4321
DSN: 888-4567

E-mail Address: gpublic@aol.com
Announcement Number: KMP024568

**SAMPLE
RESUME**

- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, pay plan, series, and grade
- * Date of last promotion
- * Whether you are/were a temporary employee, term employee or on a temporary promotion
- * Salary
- * Employing organization's name/address
- * Supervisor's name and phone number
- * Whether we can contact the supervisor
- * Description of major duties/tasks: e.g., specific functions performed; programs, equipment, regulations and/or tools used; leader or supervisory duties
- * See page 6 for more tips on writing your resume

EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures

EDUCATION: Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

LICENSES/CERTIFICATES: List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

APPRAISALS & AWARDS: List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

U.S. MILITARY SERVICE INFORMATION: If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement. If currently active duty in the U.S. military, provide anticipated date of retirement, separation or start of terminal leave.

OTHER INFORMATION: List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

ADDITIONAL DATA SHEET: Provide responses to the Additional Data Sheet questions listed on pages 7 and 8 of this pamphlet. Failure to provide this information may result in lost job consideration.

HOW TO PREPARE A RESUME

Writing and Formatting your Resume: Don't write your resume for a particular position. Instead, concentrate on defining and identifying all meaningful skills you possess for those career fields you are interested in. Then describe your experience in terms of **specific skills** rather than general descriptions. Additional hints are provided below:

- ◆ Carefully read the information and application instructions provided in the job opportunity announcement.
- ◆ Describe your experience with **specific** words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups".
- ◆ Use jargon and acronyms specific to your industry, but also spell out at least once for readers unfamiliar with the terms.
- ◆ If you have extra space, describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, sense of responsibility, good memory, etc.
- ◆ You can have more than one paragraph for each experience, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.
- ◆ To ensure that your resume is received as quickly as possible, submit your resume electronically using our On-line Resume Builder (accessible by clicking the "Take Me to the Resume Builder Button" located on bottom of our on-line job announcements).
- ◆ **Don't** condense spacing between letters or type your information in all capital letters.
- ◆ **Don't** use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background).
- ◆ **Don't** use signs and symbols such as % # * / =.
- ◆ Either attach, or address at the end of your resume, the questions requested on the Additional Data Sheet.

Additional Formatting Instructions for Hardcopy Resumes: If you are planning on submitting a hardcopy resume, follow the formatting rules below closely.

- ◆ Follow the Sample Resume Format.
- ◆ Leave a minimum 1" margin on all sides.
- ◆ Type your resume on 8.5"x11" white bond paper, printed on one-side only.
- ◆ Provide a laser printer original if possible. A typewritten original or a high quality photocopy is OK.
- ◆ Use a 12 pitch font in standard typefaces such as Arial, Helvetica, Futura, Optima, Univers, Times, Palatino, New Century Schoolbook, and Courier.
- ◆ **Don't** submit handwritten, copied or faxed resumes.
- ◆ **Don't** fold or staple your resume.
- ◆ **Don't** submit resumes with light or faded print.